

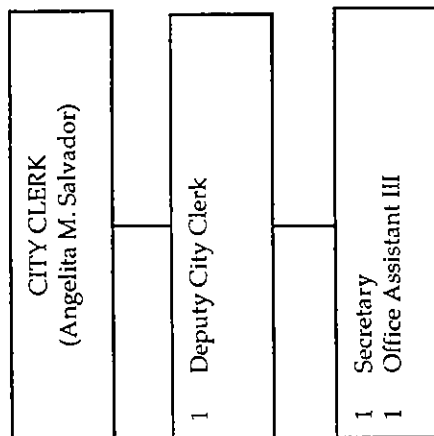
# CITY CLERK'S OFFICE

The City Clerk is appointed by the City Council. The Clerk is responsible for facilitating the conduct of business by the City Council and fulfilling legal requirements as set forth in the Charter, City Code and State law. The City Clerk's Office conducts all City elections and administers campaign and financial disclosure laws.

The Office maintains a true record of all proceedings of the City Council; meets all requirements regarding public postings, legal advertising, recordations and mailing of public hearing notices; processes Assessment Districts, annexations, deeds, tax cancellations, appeals and initiative petitions; and administers the yearly selection process of members to City boards, commissions and committees.

The City Clerk's Office provides administrative assistance to the Council, maintains the City Code, is custodian of the City Seal, administers oaths or affirmations, and executes City contracts and agreements. The office also maintains official City records, provides certified copies thereof and provides information to the public regarding the legislative operations of government.

# CITY CLERK'S OFFICE



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## CITY CLERK'S OFFICE DEPARTMENT SUMMARY

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### DEPARTMENT MANAGER-CITY CLERK

### DEPARTMENT MISSION STATEMENT

To maintain official records, administer elections and provide administrative support to City Council.

### DEPARTMENT FUNCTIONS

- Administer City elections. (M 1)
- Maintain the City Code and City Charter.
- Administer campaign disclosures, financial disclosures and oaths. (M 2)
- Coordinate, prepare and distribute Council agenda materials and minutes. (M 3, 4, 5, 7, 10)
- Maintain official City records and provide records management support services for all departments. (M 6, 9, 11, 12, 13)
- Notice legal documents and process annexation and assessment district proceedings, deeds, appeals, initiative petitions and ordinances. (M 8)
- Provide administrative support to City Council. (M 14)

### MAJOR DEPARTMENTAL GOALS/STRATEGIES FOR FISCAL YEAR 2003-04

- Implement electronic notification of Council agenda items and other related hearing notices.
- Explore the feasibility of adding City agreements and other appropriate records to the City Clerk's electronic document management system.

### MAJOR DEPARTMENT CHANGES

- General Operating Fund:

Central Reception and General Telephone Line

(\$89,500)

Eliminates 1.5 Office Assistant II positions located in the City Clerk's Office on the third floor. Currently, the central reception desk in the lobby area on the first floor of City Hall and the City's general telephone line is manned by a full-time Office Assistant III. This change will require the relocation of the Office Assistant III to the City Clerk's Office from the central reception area. *Eliminates the Office Assistant's ability to cover central reception.*

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## CITY CLERK'S OFFICE

### DEPARTMENT SUMMARY

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Agenda Noticing, Commissioners' Dinner and Sister City Program (\$8,000)

- Cancels the newspaper courtesy agenda digest (\$3,500). Staff will continue to use written agenda postings, the City's web site, CityLink and agenda recording to notice agenda items. *Removes one option of agenda item noticing.*
- Reduces funds (\$3,000) available for the annual Commissioners' Dinner where Commissioners are recognized for their service to the City. *No service level impact; reduces certain aspects of the annual recognition event.*
- Reduces funds (\$1,500) available for travel, gifts and supplies for the City's Sister City Program. *Reduces some flexibility in responding to requests for Sister City Program activities.*

Miscellaneous Reductions (\$6,300)

Reduces miscellaneous expenditures for temporary assistance (\$3,400), overtime (\$1,000) and training and travel (\$1,900). *No significant impact anticipated.*

### PERFORMANCE/WORKLOAD MEASURES

	2001-02 Target	2001-02 Actual	2002-03 Target	2002-03 Actual	2003-04 Target
<b>Elections:</b>					
1. Percent of official election notices published without errors	100%	100%	100%	100%	100%
2. Percent of Statement of Economic Interests processed correctly and submitted on time	100%	100%	100%	100%	100%
<b>Legislative:</b>					
3. Percent of agenda packets prepared and distributed four days before Council meeting	100%	100%	100%	100%	100%
4. Percent of agendas and minutes posted at least 72 hours prior to a regular Council meeting	100%	100%	100%	100%	100%
5. Percent of minutes prepared for City Council meeting without errors of fact	100%	100%	100%	100%	100%
6. Percent of resolutions and ordinances processed within five days after a Council meeting is held	>90%	100%	>90%	96%	>90%
7. Percent of Council agenda staff reports processed within five days after a Council meeting is held	>90%	100%	>90%	97%	>90%
8. Percent of legal hearing notices prepared, noticed and mailed within legal deadlines	100%	100%	100%	100%	100%

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**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

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	2001-02 Target	2001-02 Actual	2002-03 Target	2002-03 Actual	2003-04 Target
<b>Records Management:</b>					
9. Percent of boxes of records deemed eligible for destruction which are destroyed	>90%	90%	>90%	0% <sup>(A)</sup>	>90%
10. Percent of agenda items uploaded to imaging system each agenda production week	100%	100%	100%	91% <sup>(B)</sup>	100%
11. Number of agreements documented and indexed	220	448	220	585 <sup>(C)</sup>	220
12. Percent of agreements/contracts retrieved within three days of request	100%	96% <sup>(D)</sup>	100%	100%	100%
13. Percent of records sent for recordation within 24 hours upon receipt of request from department	>90%	95%	>90%	98%	>90%
<b>Administrative/Support to Council:</b>					
14. Percent of Council service requests responded to within one hour	>95%	95%	>95%	98%	>95%

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<sup>(A)</sup> There are 250 boxes identified for destruction. A new process is in place that requires department approval before destruction. All 250 boxes are waiting approval. This measure will be revised next fiscal year to reflect the change in process.

<sup>(B)</sup> Below target due to downtime of CitySeek system.

<sup>(C)</sup> There were an unusually high number of documents this fiscal year due to a backlog of documents caused by a staff vacancy in the prior fiscal year.

<sup>(D)</sup> One request took longer than three days due to incomplete information.

AMS/BUD  
LHP-402-02^

**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

<u>POSITIONS</u>	<u>2001-02 ADJUSTED</u>	<u>2002-03 ADOPTED</u>	<u>2003-04 ADOPTED</u>
City Clerk	1	1	1
Deputy City Clerk	1	1	1
Secretary	1	1	1
Office Assistant III	1	1	1
Office Assistant I/II	1.50	1.50	0 *
Total Permanent	5.50	5.50	4
Total Part-Time Hourly	0	0	0
TOTAL POSITIONS	5.50	5.50	4

\* Eliminated 1.5 Office Assistant I/II positions.

<u>EXPENDITURE SUMMARY</u>	<u>2001-02 ACTUAL</u>	<u>2002-03 ADOPTED</u>	<u>2003-04 ADOPTED</u>
Salaries Wages and Benefits	\$ 361,079	428,880	343,180
Supplies and Other Services	100,093	115,035	48,126
Capital Outlay	12,996	0	0
Interfund Expenditures	0	0	0
TOTAL EXPENDITURES	\$ 474,168	543,915	391,306

<u>FUNDING SOURCES</u>	<u>2001-02 ACTUAL</u>	<u>2002-03 ADOPTED</u>	<u>2003-04 ADOPTED</u>
General Operating Fund	\$ 474,168	488,196	391,306
General Fund Reserve	0	55,719	0
TOTAL FUNDING	\$ 474,168	543,915	391,306

<u>REVENUE SUMMARY</u>	<u>2001-02 ACTUAL</u>	<u>2002-03 ADOPTED</u>	<u>2003-04 ADOPTED</u>
General Service Charges	\$ 1,108	1,000	500
Miscellaneous Revenue	2,130	320	1,800
Interfund Revenue Transfers	54,660	0	0
TOTAL REVENUES	\$ 57,898	1,320	2,300

**CITY CLERK'S OFFICE  
DEPARTMENT SUMMARY**

DETAILED EXPENDITURES

<u>PERSONNEL</u>	<u>2001-02 ACTUAL</u>	<u>2002-03 ADOPTED</u>	<u>2003-04 ADOPTED</u>
Salaries	\$ 265,879	336,033	275,815
Wages	46,752	18,000	17,000
Benefits	48,448	74,847	50,365
	<u>\$ 361,079</u>	<u>428,880</u>	<u>343,180</u>
<u>SUPPLIES AND SERVICES</u>	<u>2001-02 ACTUAL</u>	<u>2002-03 ADOPTED</u>	<u>2003-04 ADOPTED</u>
Materials and Supplies	\$ 24,940	16,336 *1	13,336 *4
Maintenance and Operations	966	1,500	1,500
Utilities	291	600	300
Professional/Technical Svcs	61,033	23,780 *2	22,780
Other Expenses	12,863	72,819 *3	10,210 *5
	<u>\$ 100,093</u>	<u>115,035</u>	<u>48,126</u>

\*1 Includes decreased funding of \$4,900 for supplies.

\*2 Includes decreased funding of \$11,150 for technology efficiencies related to the records management program, microfilming and code supplement reproduction, and \$1,400 for temporary help.

\*3 Includes decreased funding of \$6,500 for miscellaneous items such as training, conference and travel and gift given at the annual recognition dinner and includes one-time funding of \$55,700 for the general municipal election in November 2002.

\*4 Includes decreased funding of \$3,500 for the newspaper courtesy agenda.

\*5 Includes decreased fundings of \$3,000 for the Commissioners dinner, \$1,500 for Sister City gifts, and \$1,900 for training, conference and travel.

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## NOTES

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